

Adult Education Advisory Committee

July 7, 2004

Utah State Office of Education

South Board Room

10:00 A.M. – 12:00 NOON

Approved Minutes

PRESENT: Members: James Andersen (chair), Kim Dohrer (past chair), Paula Oakey (chair elect), Edith Mitko, Suzette Hudson, Don Uchida, Cindy Krueger, David Peterson, Norman Nakamura (guest), Virginia Sanchez (guest), Edwin Espinel (guest), Dave Steele, Shauna South, Sandi Grant, Jeff Galli, and Gail Burningham (secretary)

EXCUSED: Wayne Mifflin and Don Carpenter.

Welcome and Introductions

The Adult Education Advisory meeting was held July 7, 2004 at the Utah State Office of Education in the South Board Room. Jim Andersen welcomed everyone. Everyone introduced him/herself and stated the group they represented.

Approval of the Minutes

The minutes from the June 9, 2004 meeting were reviewed. The corrections to be made to the minutes before their approval are as follows: Two surnames were corrected. Don's was misspelled and Suzette's surname was changed to Hudson (due to a name change). The word "directors" was added after adult education in the paragraph beginning with Jim under the GED information. The festival mentioned by Edie was held at South Towne Exposition Center not at the Salt Palace. After these corrections the motion to approve the June minutes was made by Kim Dohrer. Suzette seconded the motion and the minutes were approved.

Committee Membership Follow-up

The remaining unfilled positions on the committee were discussed. Dave Steele recruited Herb Clark manager of provider relations with IHC to serve on the committee representing Business/Industry population. Barnes and Nobel bookstore has someone willing to represent Business/Industry population also. Edwin Espinel suggested having a minority business representative on the committee and it was determined that Robert Rendon, head of the Hispanic Chamber of Commerce, could suggest someone. Edie said CMAC had a person from their committee to represent the Ethnic/Racial Minorities on this committee. James said he would invite the Catholic Community Services to have someone represent the Community/Faith-Based Organizations. Kim reminded us that when the membership representation was re-done the minutes reflected that the committee would have until 2006 to be in compliance with the new committee membership.

Sub-Committee Break-Out Meetings to discuss Goals and Tasks

The two sub-committees Public Relations and Advocacy met separately for about an hour to discuss their goals and outline tasks for achieving them. Members who are not yet assigned to a sub-committee should decide which one they want to be on and let Gail know. The purpose is to

focus on needs assessment and implementing solutions for adult students being served and those not being served.

Public Relations sub-committee notes:

It was noted that Suzette's "Adult Education Services" survey did not include rural adult education.

Areas brainstormed by the sub-committee regarding the gaps in adult education

Seniors for basic education, community education and computer literacy

LEP non high-school graduates (limited English proficiency)

Offenders – work with probation/parole

Vocational Education for released offenders

Good data for general population – specifically American Indian

Workplace literacy/ESL

ABE

Education to targeted industries

Childcare

Goals 1st Step

To gather URAED data, census data (Pamela Purlik), DWS survey data and then analyze for confirmation of perceived gaps and identify other gaps. November.

Goals 2nd Step

Gather examples of public relations brochures / media from adult education programs throughout the state. They would like Dave to send out an E-mail for directors to bring this information to the Directors meeting on October 14th or to send it before that time.

Goals 3rd Step:

Ask adult education programs for any local assessment data they might have.

Timeline:

Needs assessment and data gathering - November/December

Work on solutions - January 2005

Advocacy sub-committee notes:

Goals for the Advocacy

1) Develop presentations on Family Literacy, English Second Language, Adult Education and Adult Basic Education. Samples will be available. This will help support funding. The plan is to have short version and an in-depth version with data. Presentations will be about services and the value of adult education in our state.

2) Develop a list of advocates for adult family literacy. Obtain names of business owners statewide who support adult education and have them sign on or endorse adult education.

3) Develop a calendar for presentations. Presentations will be made by advisory committee members and by local directors. See lists below.

Time line for Advocacy:

Now to October:

PTA August Media
State chamber of Commerce, Tribal Council 7/22/04
Ecumenical council
Hispanic Chamber of Commerce

October/December

DWS surveys ready
Utah Issues hold conference
Salt Lake CAP
Adult Education Local Coordinating councils
Adult Education Tribal Council
Rural Utah Child Development (RUCD)
Manufacturing Association
YWCA
Adult Fraternal Organizations: Elk, Kiwanis, Rotary, Lions, Eagle, and Exchange etc.
Soroptimist (service group)
Adult Education local chamber of commerce
Unions: AFL-CIO and Teamsters
Public Service Announcements (PSA)
New legislators

January and later

Editorial Boards
League of women voters
Junior league
Salt Lake Homeless Coordinating Council
Hotel Managements
Asian Association of Utah
Judges
Adult Probation
Hispanic Chamber of Commerce

Note: Jeff reported on data from a study at the University of Utah that suggests that every dollar spent for adult education in general saves the state two dollars, for incarcerated offenders that savings is \$11.

Other Business

Calendar information presented by Dave and others is as follows:

Education Directors from two of Utah's five federally recognized tribes will be meeting July 22nd with Dave Steele. They are members of the American Indian Adult Education Sub-Committee. Edie is the facilitator for this group, which is part of the American Indian/Alaskan Native Education Task Force.

A plan for adult education has been written and will be submitted for approval. To date, portions of the plan have been submitted to USOE and all but two items were approved to address the needs of the American Indian student in public education. Markosian, a student from the

University of Utah, has done a video about the Indians and Adult Education at Fort Duchesne. It may be possible to use this to help advertise adult education.

In two weeks the National Council of State Legislatures will be in Salt Lake. Two presentations will be made about adult education. The goal is to get them to adopt a resolution in support of adult education.

August 2-3, 2004 is Summer Institute for adult education teachers, which Sandi is working on.

July 9, 2004 is Ogden graduation.

DATC had a diversity festival at their facilities.

August 11th and September 8th are the advisory meetings. Alpine adult education has an open house for their new facility also on August 11th.

September 16th is the new directors meeting and October 14th is the Director/Coordinator meeting.

November 18th is Governors Summit on Literacy. If there are things you want put on the agenda the planning meeting is this Friday. It was determined that the long and short presentation would be ready by the 18th of November and could be used at the summit.

Utah Issues is having a meeting on Literacy and funding needs today in the library

Dave talked about having a theme this year for adult education and suggested we could maybe have a "Back to our Future" theme, which would be a take off from "Back to School Night".

Those new to the committee need to get a short biography to Gail by June 12th.

Tara Connolly a program specialist with DWS shares labor market information with school districts and wanted to know if adult education persons wanted this market information. She could do a 20-25 minute presentation in our August meeting; this can also be presented to the directors.

Agenda Items for August Meeting

This committee will meet as a large group for group discussion of sub-committee goals, tasks and assignments. Sub-committees will meet together afterwards. Tara Connolly will also present information about labor market information.

Adjourn

Jim Andersen called for a motion to adjourn the meeting. Suzette Hudson moved to adjourn the meeting and Cindy Krueger seconded the motion and the motion passed. The meeting adjourned at 12:00 noon. No lunch was served. The next meeting will be held August 11, 2004 from 10:00 a.m. until 1:00 p.m.